



**GEORGE W. LINDBERG**  
COMPTROLLER  
STATE OF ILLINOIS

March 4, 1976

201 STATE HOUSE  
SPRINGFIELD, ILLINOIS 62706  
217/782-6000

PAYROLL BULLETIN  
(3-76)

TO: All State Agencies, Departments, Boards  
Commissions and Universities

SUBJECT: Employee Status Code

The new four (4) line payroll voucher forms (SCO-029) have two fields dealing with the employee's employment status.

Field 87 will contain a one-character code which identifies the employee's current employment status.

Field 88 will contain the date that the particular employment status was effected in the month, day, year format (03-04-76).

Effective immediately, the employee status code and status effective date is to be entered on all payroll vouchers. This information will not be pre-listed back to non tape agencies. Agencies submitting magnetic tapes must have the employee status information in the proper fields.

This applies to all employees who have an employment status change anytime after receipt of this payroll bulletin.

The Employee Status Codes are:

Name Change	A
Suspended	B
Return from Suspension	C
Add & Separate Same Pay Period	D
Termination	1
Leave of Absence	2
Returned from Leave of Absence	3
New	4
Transferred	5
Reinstated	6
Lay-Off	7

Codes other than the above are invalid and must not be used.

The Employee Status Codes are necessary to maintain current and accurate state and federal withholding information. Failure to supply accurate and timely information may result in erroneous pay records for an employee.

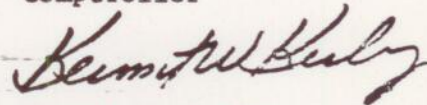
These codes do not replace the messages provided in Payroll Bulletin (13-75).

All questions concerning wrong or missing status information in an employee record will be referred to the employing agency.

If you have any questions concerning this matter, please contact me at (217) 782-4758.

Very truly yours,

George W. Lindberg  
Comptroller



By: Kermit W. Kerley  
Payroll Supervisor

KWK/lr

Effective immediately, the Employee Status Code and Status Code are to be used by all employees. This code is to be used to indicate the status of an employee. It is to be used to indicate the status of an employee. It is to be used to indicate the status of an employee.

This code is to be used by all employees. It is to be used to indicate the status of an employee. It is to be used to indicate the status of an employee. It is to be used to indicate the status of an employee.

The Employee Status Code is:

Reinstated

Lay-Off

Reinstated

Lay-Off

Reinstated

Lay-Off

Reinstated

Lay-Off

Reinstated

Lay-Off

Codes other than the above are invalid and must not be used.